NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

Weekly Staff Newsletter
April 16, 1999

Thanks for help with *Ecology and the Chicago Region: From Cowles to Chicago Wilderness* Celebratory Symposium

The *Ecology and the Chicago Region: From Cowles to Chicago Wilderness* Celebratory Symposium on April 9 and 10 was a great success. This two-day symposium celebrated the centennial of Henry Chandler Cowles' doctoral dissertation, "The Ecological Relations of the Vegetation on the Sand Dunes of Lake Michigan," and its continued relevance to Chicago Wilderness' restoration efforts today. At Friday evening's keynote address (by Dr. Peter Vitousek, Stanford University), we had such a great turnout that there was standing room only in Montgomery Ward Lecture Hall. At Saturday's presentations, there were over 300 participants! Not only were the speakers informative, and the sky sunny for the seven field trips to the Indiana Dunes National Lakeshore on Saturday, but the event climaxed with a spectacular hailstorm during supper at the Indiana Dunes Environmental Learning Center.

Thanks to V.P. of Academic Affairs **Peter Crane** and President **John McCarter** for supporting this symposium and attending both days of presentations and field trips. A huge thank you goes out to all of the volunteers who generously contributed their time to helping with this event: **Tyana Wachter, Kristofer Jadd, Gretchen Baker, Margaret Metz** and **Chris Molzahn** in E.C.P., and **Sue Hamnik, Sara Long, Laura Torres, John Paul Schmit, Patrick Leacock, and Andy Miller** in Botany. Thank you also to Audio/Visual, Corner Bakery, Engineering, Housekeeping, Museum Campus, Security, Special Events, Visitor Services, **Kristie Webber** in Education, and the Environmental and Conservation Programs staff for being so helpful and understanding during symposium planning.

Submitted by **Tina Bentz** and **Carol Fialkowski**

FIELD NOTES

Week of April 19

Staff/Volunteer Events

Aerobics Class
- Tuesday & Thursday 5 p.m.
  Ground Floor, East Stairwell

Farewell Party for Janice Klein
- Thursday 4 p.m., Zoology Clrm

Volunteers needed for Members' Night, May 6 and 7

Can you spare an hour and a half? Membership is seeking volunteers to help with Members' Night on Thursday, May 6 and Friday, May 7. Volunteers are needed primarily as greeters and ticket takers at the main entrances. Please call us at ext. 453 to sign up. Volunteers will receive a free meal ticket for your dining pleasure at the Corner Bakery or McDonald's.

Submitted by **Susan Webb**

ACADEMIC AFFAIRS

Pryer and Magallón participate in green plant phylogeny workshop in Xalapa, Veracruz, Mexico

Assistant Curator **Kathleen Pryer** (Botany) and University of Chicago graduate student **Susana Magallón** (Geology) recently participated in the "Green Plant Phylogeny Research Coordination Group (GPPRCG) Workshop on Bryophyte Phylogeny," which was held at the Instituto de Ecología in Xalapa, Veracruz, Mexico from March 8-11. Kathleen and Susana were invited speakers in the public symposium associated with this workshop, which presented advances in our knowledge of the phylogeny of green algae, bryophytes, pteridophytes, and angiosperms. Kathleen spoke on "Basal tracheophytes and the phylogeny of 'pteridophyte' lineages" and Susana's talk was on "Phylogeny of seed plants and the origin of angiosperms." The public symposium presentations were videotaped and will be distributed as educational material by the Mexican Botanical Society. The "closed" workshop sessions on bryophytes were an opportunity for participants to discuss advances in the phylogeny of liverworts, hornworts, and mosses and to coordinate general efforts for this summer's symposia at the XVI International Botanical Congress to be held in St. Louis, Missouri, August 1-7, 1999. A field trip to nearby lava flow areas on the last day of the workshop yielded many interesting bryophytes and lichens.

TERRALINGUA CONFERENCE EVENTS THIS WEEKEND IN MONTGOMERY WARD HALL

Panel Discussion
Saturday April 17, 2-5 p.m.
When Culture Meets Nature: Diverse Views on Hunting and Fishing

Join a multi-cultural panel to explore the implications of this issue.

Video Screenings
Sunday April 18, 1-5 p.m.
Nature and Culture: Preserving the Diversity of Life

Come watch a series of insightful videos on efforts by indigenous peoples from all over the world to preserve their cultures and environments.

Map Display
Saturday & Sunday April 17 & 18, 9 a.m. – 5 p.m.
Cross-Mapping the World's Biological and Cultural Diversity

A set of maps will be displayed that are part of an ongoing effort to document the overlap between the world's areas of biological megadiversity and areas of high cultural diversity.

All events are open to the public and free with Museum admission.

Submitted by **Jackie Adams**

AUXILIARY SERVICES UPDATE

Corner Bakery will now open at 9 a.m. on Sundays, beginning April 18. McDonald's will open at 8 a.m on Sundays.

Submitted by **Laura Sadler**

$$ FINANCE FORUM $$

On Monday, April 19, Purchasing will begin using a new numbering system for all *new* purchase orders. Existing purchase orders will look the same, with one change: the first "9" will be dropped (i.e. purchase order # **99020256** will now be # **9020256**). When you fill out Payment Approvals using old purchase order numbers, **you do not need to do anything differently.** The system will drop the "9" for you. Simply write in the purchase order number you have always used.

On the back of this page is a SAMPLE Purchase Requisition. DO NOT PHOTOCOPY THIS AND ATTEMPT TO USE IT AS A PURCHASE REQUISITION. The new two-part form is available in the mailroom. The new form looks very much like the online forms which you will soon be able to use as well. (We will be contacting you at the end of May regarding training for the online purchasing system.) The new form is similar to the old form, with a few changes in terminology:

- "Requesting Location" means your Department number.
- "Requester" is the person preparing the Purchase Requisition (you).
- We are giving you three accounting lines to break down the expense, if necessary. If for some reason you need more than three lines, attach a separate sheet of paper to the Purchase Requisition. Do not attach another Purchase Requisition.
- You now have the option of breaking down an expense by *percentage* or by *quantity*. For example, if you are charging an expense to two separate Accounting Units, Funds, or Projects, you can either specify in the "Dist. %" box what *percentage* of the purchase you want to go to each Accounting Unit, or you can specify in the "Dist. Qty" box exactly how many items you want to charge each Accounting Unit, Fund, or Project. (You don't need to fill out both boxes.)
- Do not fill out the "Item Type" box. This is for Finance use only.

Finally, in clarification of our new policy of no longer giving verbal purchase order numbers: if you come to Purchasing *in person* and fill out the paperwork, we *will* give you a purchase order number. What we cannot do is give out purchase order numbers over the phone. This policy has been put in place in response to problems we have had with not getting follow-up paperwork after giving out new purchase order numbers over the phone.

Remember, Purchase Requisitions are the management tool with which we approve the decision to order a good or service. This is beneficial not only to the Finance Department, but also allows each area manager and Vice President to be involved in the decision-making process and not merely in the facilitation of the invoice.

As always, if you have any questions about this or any other system change, feel free to give **Lisa Wodis** a call at ext. 542.

The Field Museum
Roosevelt Road at Lake Shore Drive
Chicago, Illinois 60605-2498 U.S.A.
Phone : (312) 922-9410

PO#

PURCHASE REQUISITION

Requesting Location

Requester

Delivery Date

Deliver To

Vendor

Fnd Grp	Accounting Unit	GLCode	Project	Fund	Dist. %	Dist. Qty

Item	Item Description	Item* Type	Quantity	Unit of Measure	Unit Cost

Total

_____ I understand that, in compliance with museum policy, all or a portion of this order will be placed with a minority and/or women's business enterprise where appropriate and available by Purchasing Agent.

_____ The recommended vendor listed above is a (check one):

CERTIFIED
___ Minority-owned _____ Women-owned
___ Minority women-owned

NON_CERTIFIED
___ Minority-owned _____ Women-owned
___ Minority women-owned

_____ The order can only be satisfied by the recommended non-minority vendor for the following reasons:

_____

Pricing Information – Prices above are:

_____From prior requisition or invoice

_____Estimated

_____Actual (quoted) prices

_____From catalog_____ No/Yr._____

* For Purchasing use only

Purpose_____

Approval Signature _____

Service Recognition Luncheon For Staff & Retirees

Wednesday, November 18, 1998

Retirees Honored

JOE VALLEJO • SECURITY SERVICES

Joe Vallejo became a Field Museum team member on August 29, 1979 in the Security Services Department. Joe, an extremely versatile officer, had the ability to work at every security post. He later requested the position of full-time lot patrol officer where he worked until one year before his retirement. Joe was known for his concern with the operation of the lots and the constructive suggestions he made to improve the running of the lots. In addition to battling the weather conditions, particularly the cold, Joe received several commendations on his quick response to emergency situations and his keen observation skills which resulted in stopping several thefts from visitors and staff members' vehicles. Joe retired January 2, 1998, and we thank him for over 18 years of dedicated service to the Museum. We wish him happiness in the years ahead.

FREDDIE ROBINSON • BOTANY

Freddie Robinson's first employment opportunity in the Botany Department came in 1977 on a term appointment. When her ten-month term expired, we reluctantly said goodbye. Freddie was at the top of our re-hire list, and within six months we were fortunate to hire her back. Over the next twenty years, Freddie's initial enthusiasm and dedication in providing the best quality work never wavered. She became the backbone of the plant mounting operations: training new employees, overseeing the daily operations, testing new materials to improve mounting techniques, and giving plant mounting demonstrations to groups. In her career with us, Freddie mounted over 130,000 plants. Her pride in her work is evident in every specimen; each is a testament to her skill and artistry. Freddie also served the Museum as a member of the Personnel Committee. The Museum thanks Freddie for her 21 years of dedicated service and we wish her well in the years ahead.

MINUTES FROM THIS MONTH'S KAFFEEKLATSCH

Nancy DeDakis, Admin. Services, started out by giving us information concerning the Board of Trustee meetings that are being held. Cynthia Gulley from Membership then told us about the Duke Ellington concert that Membership is having on May 1st at 7:00p.m. Contact her at X453 for the price of employee tickets. Cynthia also reminded us about our upcoming Member's Nights, which are May 6th and 7th. We hope to see everyone!
There will be an upcoming movie entitled "The Visitor", being filmed here at the Museum on April 26-27th. The set will take place on the second floor and the North door. Buses will be available at the North door to transport visitors coming to the Museum, over to the West door. So be on the lookout for "The Visitor"!

OUR SUGGESTIONS FROM THE BOX

S: Please print up a map for employees which show the names of the Museum's halls by number, by official title, and by description of what they contain.
A: You have stated a very good point. Marilyn Martinson Croft, Director of Human Resources, will bring this suggestion up in the next VP Docket meeting.
S: Is the "Families At Work" exhibit ever coming back?
A: The committee is uncertain, but we will pass along your question to the Exhibits Department.
S: Can't we change the recycle boxes in SFH so that they're solid not clear? The West Door lobby is so junky. Can't we find some place better to place carts, wheel chairs, etc. In addition the desk is so messy.
A: The recycle boxes that are positioned in different areas of the Museum are made clear so visitors will see that we do recycle paper, and also to prevent other trash from getting into the container(such as food, cans, bottles). The West Door is a handicap entrance, so the wheel chairs must stay. The carts are placed there for the lunches of school children that come to visit. The suggestion about the messy desk will be forwarded to Public Services.

If you have any suggestions/comments, feel free to put them in our suggestion box by the operator on the ground floor.

Are you planning to hire an intern or summer employee?

If you answered "yes" to this question, the Human Resources Department needs to know of your summer needs. Not only does the proper paperwork need to be completed (for both paid and unpaid positions), but we can also help with staffing. Every day we get inquiries from students about summer internships and employment opportunities available at the Museum. If we know of your needs for the summer, we can begin forwarding potential applicants to you. Please contact **Tracey Pilch** at ext. 522 to begin the summer hiring process.

Will this person be on the Museum's payroll?

If you answered "yes" to this question, then you need to complete a position requisition form. This is the form used to approve the hiring process for paid positions. Please take the time **now** to complete the form for your position(s). The Human Resources Department wants to ensure that all of the proper paperwork has been completed so there are no delays in your original hiring plan. If you have a question, please contact the Human Resources Department at ext. 356. Thank you for your cooperation!

Submitted by **Tracy Pilch**

Help us bid farewell to Janice Klein

Please join us this Thursday, April 22 at 4 p.m. in the Zoology Classroom as we bid farewell to **Janice Klein**, Registrar, Anthropology Department. She is leaving The Field Museum to become the new director of the Mitchell Museum of the American Indian in Evanston. We thank Janice for nine wonderful years and wish her all the best.

Submitted by the Anthropology Department

Largest ever Volunteer Recognition Dinner a success

Over 500 volunteers and their guests attended the largest Volunteer Recognition Dinner ever hosted by the Museum on Tuesday, April 13, just preceding National Volunteer Week. Volunteers received awards for length of service and for contributing over 400 hours in the previous year. Special thanks go to **Lionel Dunn**, Security, and **Janet Young**, Development, for providing wonderful jazz during the cocktail hour. Also, thanks go to the volunteers who helped with preparations that day, **Ruth Berns** and **Mary Nelson**.

The evening was made more interesting and informative by the presentations of the Interpretive Stations supervised by **Kathleen Donofrio** and the new Harris Loan boxes by **Dan Brinkmeier**. Thanks also go to **Mary Ann Bloom** and **Bob Cantu** who encourage, train and manage the many volunteers in the Education Department.

Also, the extra help from Special Events, Housekeeping, Security, Maintenance, Audio-Visual, Visitor Services, Shipping, and my colleagues in the Human Resources Department is greatly appreciated. The volunteers really feel the extra efforts made by Museum staff to recognize their contributions and to ensure their celebration dinner is a success.

Submitted by **Patricia Stratton**

ATTENTION MOVIE BUFFS

We now have discounted movie tickets for Loews/Cineplex Odeon/Sony theatres that employees or volunteers can purchase for $5. Call or stop by the Human Resources office for more information.

Submitted by **Carol Kasarda**

FAN MAIL

Dear Sir:

This is just to tell you that you have a very accommodating employee in **Diane White**. Keep this knowledgeable, helpful person on your payroll!

Jeanette Jenkins
Arlington Heights

Submitted by **John McCarter**

UPDATES FROM PUBLIC SERVICES

Effective April 27-30

There will be no parking in the North lot from April 27-30. The lot has been reserved for the filming of *The Visitor*.

Effective May 1 – September 30

Due to the schedule change from winter to summer operating hours at Soldier Field, please be advised that there is no parking in the North lot from May 1 – September 30. Please park in the East Soldier Field Lot.

Submitted by **Diane White**

Bicycle parking area to open in Shipping April 19

With the installation of the new card reader and CCTV camera in the bicycle parking area in Shipping, the new parking area will officially open April 19. After that date, anyone wishing to use the bike cage will need to use their ID/Keycard, which must be programmed for that card reader. To have your keycard programmed for the bike cage reader, contact the Security Equipment Office at ext. 239. We are currently programming the cards of all staff who have already requested bike parking privileges. On Monday, April 19, please come to the equipment office during regular hours to register your bike(s) and receive a registration tag.

Please remember that the bike cage is for daily parking only and not for storage. Additionally, if you wish to use one of the small helmet/equipment lockers inside the cage, you must provide your own lock.

Public Services staff complete "radio etiquette" workshops

On Tuesday, April 20, all Public Services staff will have completed "radio etiquette" workshops discussing the do's and don'ts of two-way radio communication in the Museum. The workshop outlines staff responsibility when using a radio (such as, no cutting in on transmissions in progress), and the need for professionalism – avoiding making inappropriate comments – since our visitors can very often hear our radio transmissions. Taught by Security Services supervisory staff, this half-hour workshop will now be offered to other departments on our radio system. If you are interested in training for your staff, please contact **Miriam Alleyne**, ext.372, or **Monique Tarleton**, ext. 574, to set up a time. (Actually, depending on your present radio etiquette, we may be contacting you.)

Submitted by **Ronald Cundiff**

Natural News

The *Natural News* is edited by **Rodger Patience** in the Development office (ext. 617, patience@fmnh.org) and **Erica Kelly** in the Finance Department (ext. 584, ekelly@fmnh.org). Submissions are welcome via e-mail or on disk in Microsoft Word or WordPerfect format. The deadline for submissions is Tuesday at noon. Remember – write early and often!